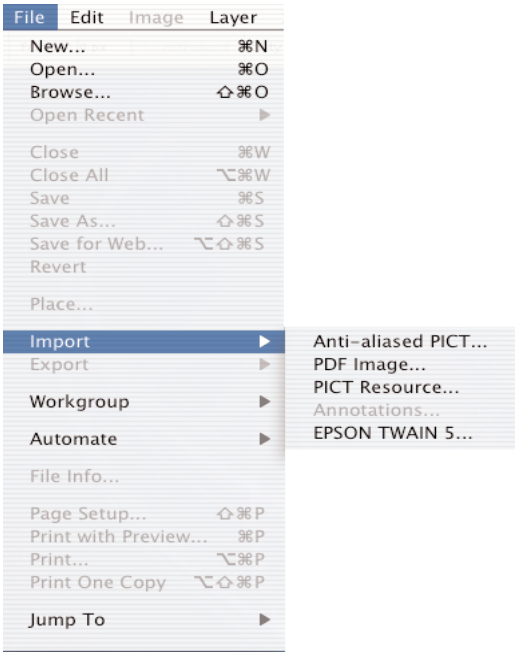
Using the Epson Perfection 1250

About the Epson 1250

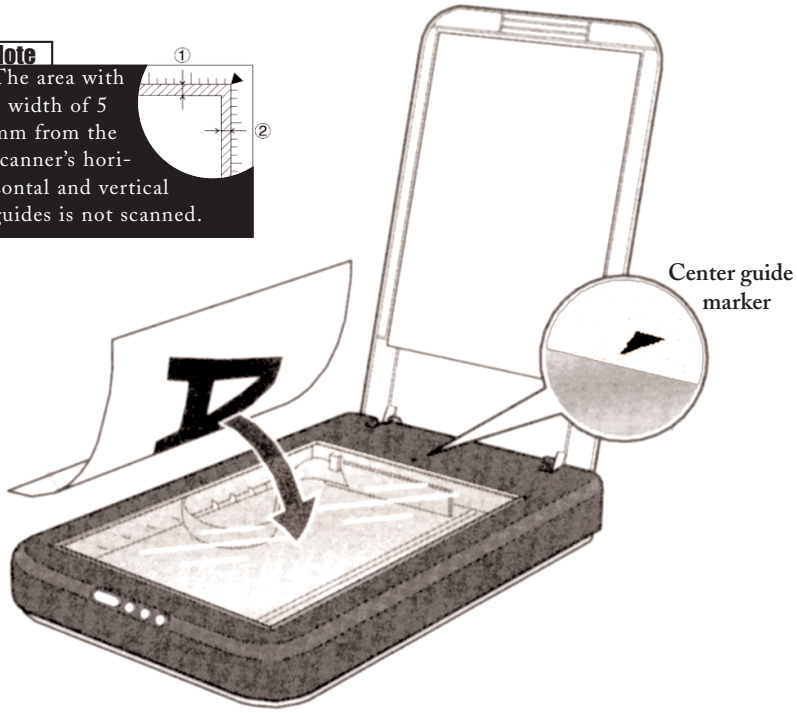
The **Epson Perfection 1250** is a flatbed scanner which can scan documents up to **8.5**" wide by **11**" tall.

- Images are scanned into **Photoshop** by selecting Photoshop's **File> Import** command, then choosing **Epson TWAIN 5.**



Placing Documents into the Scanner

Note
The area with a width of 5 mm from the scanner's horizontal and vertical guides is not scanned.



Placing documents:

- Media is placed facedown onto the scanner's glass table, as shown in the illustration on the left.
- Documents should be centered using the arrow marker on the scanner's horizontal guide (*see left*).
- After placing media, close the scanner's cover to ensure the best quality scan.The Epson's self-adjusting lid allows thick documents—such as books—to be scanned without having to remove the scanner's cover.
- Although the Perfection 1250 can be used to scan three-dimensional objects as well as documents, **please avoid placing anything on the scanner which could scratch or otherwise damage its glass.**

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Quick Scanning Instructions

1) Insert documents into the scanner following the steps outlined on page one.

2) Launch **Photoshop**. Pull down the **File** menu, highlight **Import**, and choose **EpsonTWAIN 5.**

The window illustrated below will appear (the Epson Twain Window).

3) **Choose Document Source.** This should be set to flatbed.

4) **Choose Image Type.** Selections available here include **Colour Photo, Colour Document, B&W Photo, B&W Document, Illustration** and **Text/Line Art**. The choice depends on the type and colour mode of your original document.

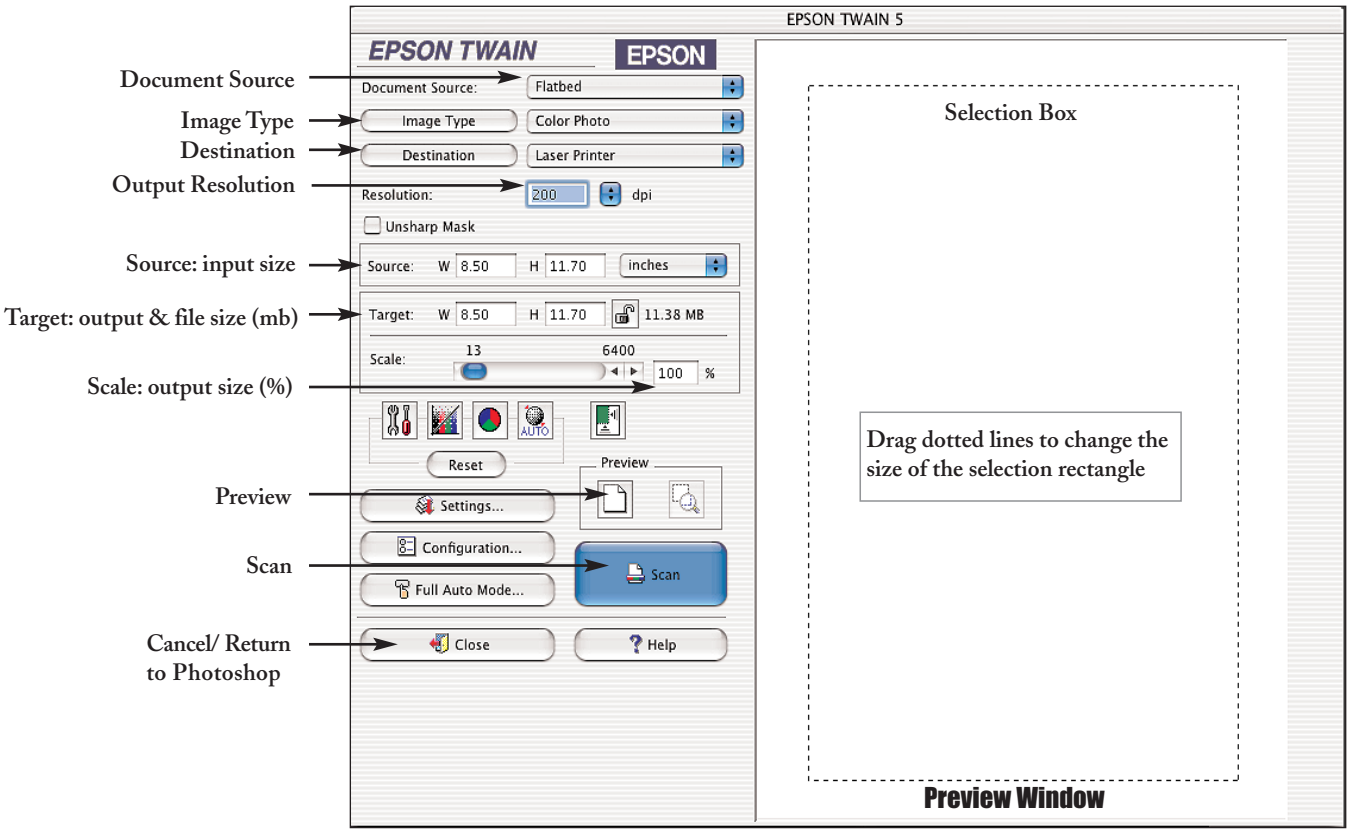
5) **Destination.** Refers to the output device used for your image. On offer: **Screen/Web, Fax, OCR, Epson Stylus Printer (Fine), Epson Stylus Printer (Photo)** and **Laser Printer**. For work printed in the Mac labs, **Laser Printer** is generally the best choice. Selections from this pull-down menu also automatically provide an optimal resolution for your scan based on destination.

6) **Preview.** Click the **Preview** button to bring the preview image into view.

7) Adjust the **Selection Box** in the **Preview Window** to choose the portion of the image to be captured in the final scan.

(*Continued on page 3*)

Epson Twain Window



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Quick Scanning Instructions Cont.

8) **Output Resolution.** The Epson **1250** lets users scan at a number of resolutions, ranging from **50** to **12800** dpi. (*See sidebar for more on resolution*)

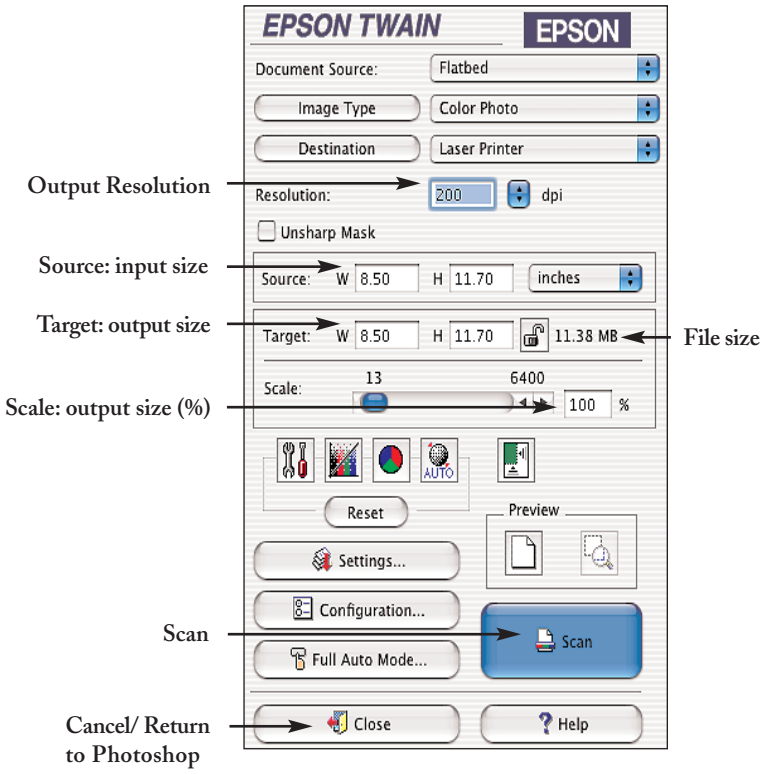
9) **Target: Width** and **Height.** These variables set the final dimensions of the output scan. They also work proportionately–change one and you automatically change the other an equal amount.

10) **Scale**. Like **Target Width** and **Height,** lets you choose the final size of your output scan. Use the slider to set a range from **13 %** to **6400 %**, or enter the amount in the % field. **Note: Any reduction, enlargement or resolution adjustment of your image will effect the file size (mb) of your scan. Information about file sizes is provided by Size in the Twain Window.**

11) **Scan.** Once the desired settings and preview selection have been chosen, click the **Scan** button. The scanned image will open in an untitled Photoshop window as a default TIFF file.

Save the Photoshop file to the Documents folder, a zip disk or a network account.

Epson Twain Window



An html version of the Epson reference guide, and a pdf of this handout, is also available in the Public area on the Gould server.

If you encounter any problems with the scanner not covered in these documents, please contact a technical assistant.

Which Resolution Should I Use?

In a nutshell, the higher the resolution the better the scan.

You may want to adjust the size and resolution of an image, depending its use and how it will be output.

For example, will be it be printed? And on which printer? Or is it destined for the computer screen/web? Considerations like these will determine the best resolution for your scan.

For printed material, the following formula is a good guide for deciding image resolution:

2 x lpi x (output size ÷ input size)= dpi/ppi

In our labs, the black and white printer = 75 lpi, and the colour = 100 lpi.

Black and White printer example:
2 x 75 lpi x (4 " ÷ 2.5 ") = 240 dpi/ppi

Colour printer example:
2 x 100 lpi x (4 "÷ 2.5 ") = 320 dpi/ppi

Some Key Terms:
lpi= lines per inch. Term used by printers regarding commercial offset printing, such as magazines. As a rule of thumb, lpi is roughly half the dpi of an image (**150** lpi = **300** dpi).

dpi=dots per inch. Often used interchangeably with **ppi, or pixels per inch.** Technically speaking, dpi is used with printed material while ppi is reserved for computer screen images. Most screen images are set at **72** ppi, although **96** ppi is used occasionally.